the north carolina school of science and mathematics

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STUDENT HANDBOOK 1983-84

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THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

West Club Boulevard and Broad Street

Durham, North Carolina 27705

STUDENT HANDBOOK

1983-84

August 1983

A Message from the Director:

This will be the first school opening when our energies and time will not need to be committed to coping with the inconveniences of construction going on all around us.

We have many more opportunities, therefore, to concentrate on strengthening the sense of a community where living and learning are symbiotic.

Increasingly the state and nation are looking to NCSSM for leadership in education for excellence. The working together of faculty, staff, students as shown by this Handbook is one reason for the interest and approval that have come our way.

I'm sure that your efforts in the year ahead will continue to enhance this fine reputation.

Sincerely,

Charles R. Eilber, Director

PHILOSOPHY OF STUDENT LIFE

In order that a community of individuals may live and work together in harmony, there must be a common purpose. We at NCSSM intend that our entire living and learning environment expresses a purpose of integrated knowledge. We ask each member of the community to strive for excellence and to support and promote the high standards we advocate. In return, there will exist an environment which fosters creativity, stretches the imagination, and promotes scientific curiosity.

In common with the goals of all education, we hope to produce good citizens for a self-governing society which will increasingly be a technological one. We begin with the assumption that you want to be here, want to be trusted, and will be a responsible member of the community. In establishing this mutual trust, we expect you to join forces in helping to create and maintain a climate that challenges all of us to high intellectual processes and enhances life at NCSSM for everyone. The rules and guidelines that have evolved during the few years of the school's existence are important and relate to the well-being of all. They are not intended to be repressive and should not be so regarded. Their chief purpose is to help assure the welfare of the school community and all of its members by encouraging responsibility for one's actions. Students and parents are expected to be familiar with these rules and to actively support them.

Certain kinds of excellence can only be achieved by people inspired by a common purpose to work together as one. People sparked with rare determination. People with curiousity, imagination and ability. And an underlying respect for individual differences. You are here because you have the potential to be one of those people. NCSSM welcomes you to the challenge.

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O R I E N T A T I O N 1 9 8 3

Schedule of Events

FRIDAY, August 26

9:00 a.m.	Residence Halls Open
9 a.m. - 2 p.m.	Check-in
10:30 a.m. - 1 p.m.	Bank Representatives on Campus Beall Pavilion Classrooms Ground Floor
11:00 a.m.	Group A (Regions 1,3,5,2) Parent's Meeting, Assembly Hall
11:30 - 1 p.m.	Refreshments Hill House Picnic Area
2:00 p.m.	Group B (Regions 8,6,7,4) Parent's Meeting, Assembly Hall
3:00 p.m.	Junior Student Meeting Assembly Hall
5:30 p.m.	Dinner, Cafeteria
5:30 - 7:30 p.m.	I.D. Pictures Cafeteria Lobby
7:30 p.m.	Small Group Meeting Assigned Classrooms
9:00 p.m. - 10:15 p.m.	Street Dance
10:30 p.m.	In-dorm Curfew

SATURDAY, August 27

7:00 - 8:45 a.m.	Breakfast, Cafeteria
9:00 - 11:00 a.m.	Testing for All Juniors Assigned Classrooms
11:30 a.m. - 12:45 p.m.	Lunch, Cafeteria
1:00 - 2:30 p.m.	Advisor/Advisee Meetings
3:00 - 4:00 p.m.	Introduction to Community Places of Worship/Reception Assembly Hall
4:30 - 5:30 p.m.	Meeting for All Juniors with Rena Lindstrom, Head of Guidance Library
6:00 - 7:30 p.m.	Pig Pickin', hosted by Durham Jaycees Hill House Area

Evening activities sponsored by Orientation Committee

10:00 p.m.	In-dorm Curfew
10:15 p.m.	Residence Hall Meetings

SUNDAY, August 28

8:00 a.m. - 12 noon	Brunch, Cafeteria
12 noon - 4:00 p.m.	Residence Halls Open for Senior Check-in; Juniors are asked to help welcome seniors and assist with move-in
2:00 p.m.	Senior Parent Meeting Assembly Hall
4:00 - 5:30 p.m.	Senior Meeting Assembly Hall
5:00 - 6:45 p.m.	Dinner, Cafeteria

7:30 p.m.	Convocation Ceremony Baldwin Auditorium, Duke University (proper dress required)
9:45 - 10:15 p.m.	Reception, Hosted by the Student Council, NCSSM Campus
10:30 p.m.	In-dorm Curfew Small Group Meetings

MONDAY, August 29

7:00 - 8:45 a.m.	Breakfast, Cafeteria
9:00 - 11:00 a.m.	Seminar I, Assigned Groups
11:30 a.m. - 1:00 p.m.	Lunch, Cafeteria
1:30 - 3:30 p.m.	Seminar II, Assigned Groups
3:30 - 5:30 p.m.	Athletic Meetings/Try-outs
5:30 - 6:45 p.m.	Dinner with Advisor Hill House Picnic Area
7:00 - 8:00 p.m.	Seminar III
8:30 - 10:45 p.m.	Street Dance
11:00 p.m.	In-dorm Curfew

Tuesday, August 30

7:00 - 9:00 a.m.	Breakfast, Cafeteria
9:00 - 10:00 a.m.	Juniors Work Service Meeting Assembly Hall Seniors Schedule Pick-up from Advisor
10:00 - 10:30 a.m.	Seniors Work Service Meeting Assembly Hall Juniors Schedule Pick-up from Advisor

11:00 - 12:30 p.m.	Lunch, Cafeteria
1:00 - 4:00 p.m.	Daily Schedule run-through
4:00 - 5:00 p.m.	Community Service Meeting for Year Option Students Assembly Hall
4:00 - 6:00 p.m.	I.D. Pictures, Cafeteria Lobby
5:00 - 6:30 p.m.	Dinner, Cafeteria
7:00 - 8:00 p.m.	All-School Meeting, TBA
10:30 p.m.	In-dorm Curfew
12 Midnight	In-room Curfew

THURSDAY, September 1

Regular Class Day

FRIDAY, September 2

Regular Class Day

8:00 p.m. - 11:00 p.m. Computer Dance

SATURDAY, September 3

1:00 - 4:00 p.m. Bus Tours/Loop Runs (optional for all students)

Evening activities sponsored by Orientation Committee

SUNDAY, September 4

6:00 - 7:00 p.m. Director's Ice Cream Social

ACADEMICS

We have begun a tradition of excellence at the North Carolina School of Science and Mathematics - excellence in intellectual pursuits and in fostering high standards of self-discipline and behavior in community living. Our expectation for each one of you is that you will maintain and further this tradition of excellence.

Each year we seek to admit students with intellectual curiousity whose concern for others makes them treat their fellow students, faculty and staff members with respect and consideration. These kinds of positive interactions create a climate in which our dedicated faculty can, by example and precept, teach the essence of excellence - intellectual skills, honesty, responsibility and tolerance.

As you begin a new year here at NCSSM, we urge you to make full use of the academic resources and facilities you will find here. If you are committed to achieving academic success, willing to work, exercise a degree of self-discipline and accept responsibility for your actions, your experiences here will be enriching and rewarding. You will be an integral part of the tradition we have started. Students who are unable or unwilling to accept these responsibilities will find that this school is not the place for them.

CLASS ATTENDANCE POLICY

North Carolina Public School Law Number 115C-378 states: "Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall counsel, encourage or entice any such child to be unlawfully absent from school."

Students are required to attend all classes unless they are ill and have been excused by the nurse, or are attending a function sanctioned by the school. When other special circumstances exist, such as an emergency at home or a recommendation of other school personnel, only the Dean for Academic Affairs has the right to excuse a student from class.

Any other absence from class is an unexcused one. Because the school recognizes that students may sometimes have to miss class for dental appointments, scholarship interviews, and similar commitments, each student may miss four classes in a year course, two in a semester course, and one in a quarter course before any disciplinary action is taken. It should be clear to all students that it is important to reserve these absences for necessary personal business; no student has permission to "cut" class. A teacher has the right to record a failing grade for a student who has an unexcused absence on a test date. The right to make up a test is only guaranteed to a student who misses a class with an excused absence.

If a student is having a problem with a course in which he or she is enrolled, it is the responsibility of the student to deal with this problem in a straightforward way, and to seek out the teacher for consultation. One purpose of the attendance policy is to encourage students to find constructive ways of dealing with problems that may exist with a particular class placement.

When the Academic Office sees that a student has accumulated three unexcused absences in a year course, two in a semester course, or one in a quarter course, a notice is sent to the teacher, resident advisor, student and parent. The teacher, student and resident advisor will arrange to have a meeting within on e week of receipt of the notification.

The student will write a brief report of this meeting, including any action he or she will take to remedy the problem. This report will be signed by the

AUGUST

SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 11th Graders Report	27 Orientation 11th Grade
28 12th Grade Report 11th Grade Orientation Convocation	29 O R I E N T A T I O N	30	31 Begin Regular Class Schedule			

teacher and resident advisor and will be submitted by the teacher to the Academic Office. If necessary, the teacher and resident advisor may also submit a written report on the conference to the Academic Office.

A student who fails to meet with the teacher and resident advisor will meet with the Dean for Academic Affairs.

If a student accrues five unexcused absences in a year course, three in a semester course, or two in a quarter course, the records of the Academic Office will be verified by comparing them to the records of the teacher. The student will be notified by the Academic Office and will be required to attend Friday night in-school suspension. The parents of the student will be notified of this action.

Each course in which the student has exceeded the absence limit will result in another Friday night in-school suspension. If after a Friday night in-school suspension a student has another unexcused absence from the same course, he or she will be suspended from school for three school days. The choice of action will be made by the Dean for Academic Affairs after a conference with the student.

If a student does not attend Friday night in-school suspension after having been assigned there, or does not behave appropriately while attending, the student will be suspended from school for three school days. The absence from Friday night in-school suspension will be viewed as another unexcused absence from class, giving the person six unexcused absences in a particular course.

Any student who misses seven class periods (unexcused) in one course may be recommended for expulsion from school. This recommendation will be sent to the Principal for action. Any student who has an excessive overall number of unexcused absences (even if fewer than seven in any one course) will have his or her record reviewed by the Dean for Academic Affairs. This review may result in disciplinary action ranging from Friday night in-school suspension to recommendation for expulsion. This recommendation will also be sent to the Principal for action.

Students should be aware that no unexcused absences are allowed in required Saturday Morning Activities or during Special Projects Week. Failure to abide by this policy will result in Friday night in-school suspension as described above.

MEDICAL PROTOCOL

CLASS EXCUSES FOR HEALTH REASONS: All students hospitalized in the Infirmary are excused from classes during their stay in the facility.

For sickness not warranting Infirmary stay but problem enough to merit class absence, the following protocol applies:

Students will remain at rest either in the clinic "lie-down area" or in their rooms (at the discretion of the physician and/or nurse). Students excused from classes are required to report to "Sick Call Clinic" the next day (or on Monday if the sickness occurs on Friday or during the weekend) for re-evaluation by the physician. During this subsequent visit, the sick student will be re-evaluated by the physician. NOTE: Failure to return for a follow-up evaluation will result in cancellation of the preceding day's class excuse.

If the student has not made substantial improvement at the time of the follow-up visit, he or she will be admitted to the Infirmary for further treatment and evaluation.

Excuses from "Physical Activities" classes only are provided to students with minor sickness or injury which could be accelerated by strenuous activity. The student so excused will attend his or her academic classes; follow-up visits are not required for excuses from "Physical Activity" classes.

TARDINESS

Problems occurring during the school day due to tardiness will be dealt with by the teachers and department head whenever necessary. Students who are habitually late will be referred to the Academic Office. Any class missed during the day due to unexcused late arrival on campus will be considered an unexcused absence.

SEPTEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
4	5 LABOR DAY (classes held)	6	7	8	9	10
11	12	13	14	15	16	17 Parent Open House Research Advisory Convocation Required all students
18	19	20	21	22	23	24
25	26	27	28	29	30	

ACADEMIC HONESTY

Cheating will in no way be condoned by the faculty and students of NCSSM. Cheating is defined as the submission of someone else's work as your own or the inappropriate use of your own work to help another student. Some examples of cheating (in no way an exhaustive list) are plagiarism, copying on tests, or collaboration on homework when this is not permitted by the teacher. Letting another student use your work as an aid in doing his or her work on assignments or tests is considered cheating by all students involved.

The following procedure will be followed by faculty with respect to cheating.

1. Each faculty member will present a short written statement to his or her student stating that honesty is expected of all students. This statement also should make clear to the students when collaboration is allowed.

2. Student who enter a class after this presentation occurs are responsible for requesting this information from the teacher.

3. If the teacher has suspicions that a student has cheated, the two should discuss the matter and decide what actions the student needs to take to erase these worries, such as sitting in a different part of the room or handing in homework in person.

4. If the teacher has proof that a student has cheated, the teacher and student will meet for a conference. Whenver such a conference occurs, the teacher must notify the Dean for Academic Affairs, in writing, of the outcome. The note will be kept in the student's file until graduation. The student's parents will be notified of the actions. The teacher may give the student a zero on this work or decide on a less harsh action. Some examples are to make the student redo the assignment, only grade the parts that are his or her own, etc.

5. When the Dean becomes aware of a second offense of cheating or if a particular incident is especially flagrant, she may ask for a hearing by the Judicial Board. She may suspend a student for three days without a Judicial Board hearing. A parent conference is required before the student can return to classes. All cases which could lead to expulsion will come before the Board.

6. The student may appeal the resulting punitive action in all the above cases. Appeals of action by the faculty member or Dean will be heard by the Judicial Board. Appeals of Judicial Board action will be heard by the Principal.

REQUIREMENTS FOR GRADUATION

Students must complete all requirements for graduation as stated in the NCSSM Course Catalog in order to receive a diploma from the school. As such, the student must: earn the minimum credit requirements in all of the academic disciplines; demonstrate computer literacy; pass the North Carolina State Competency test; and earn satisfactory evaluations in the Work Service and Community Service programs.

Students are reminded of the final paragraph under "Minimum Graduation Requirements" in the course catalog, which states, "Students who do not meet standards of behavior as determined by the administration of the school or specifically stated in THE STUDENT HANDBOOK may be required, after due process, to withdraw from the school. In such cases a diploma from the school will not be awarded to the student."

ALTERNATIVE METHOD FOR EARNING NCSSM DIPLOMA

Students who are enrolled at the North Carolina School of Science and Mathematics for a period of two consecutive years who have not met minimum requirements for graduation may choose one of the following two options to earn the NCSSM diploma at a later date.

1. The student may request the appropriate post-secondary institution to forward to the Dean for Academic Affairs documented evidence of successful completion of the required NCSSM course work. It is the student's responsibility to determine in advance that a course will be accepted as equivalent to an NCSSM requirement. All requests for acceptance of course work and credit earned at another institution require the written consent of the appropriate NCSSM department chairman. The Dean for Academic Affairs will route the request and the decision of the chairman to the Office of the Principal. Written notice of the final decision will be forwarded to the student by the Principal. A copy of the notification will be filed in the Office of the Registrar.

OCTOBER

SUN	MON	TUE	WED	THUR	FRI	SAT
						1
2	3	4 N.C. Competency Test	5	6 Dismissal End of Instructional Day Extended Weekend	7 Teacher Workday	8
9 Students Return	10	11	12	13	14	15 SAT's
16	17	18	19	20	21	22 PSAT/NMSQT Required- 11th grade
23	24	25	26	27	28 End 1st Quarter	29 College Day Required- 12th grade
30	31 Teacher Workday Student Reading					

2. Contractual agreement for completing the required course work may be set up when initiated by the sudent and approved by the teachers and the chairman of the department. Students may request contractual agreements for completing the required course work. Such contracts, when initiated by the students and approved by the teachers and department chairman must specify content to be mastered within a specific time frame. Copies of the contract and final evaluation (letter grade) will be forwarded to the Dean for Academic Affairs at the end of the contract period. Recommendations will be forwarded to the Principal by the Dean for Academic Affairs. The Principal will forward written notification of the final decision to the student. A copy of the decision will be filed in the Office of the Registrar.

AUDITING A COURSE

Occasionally students wish to sit in on a course for enrichment, remediation, or some other purpose, without a major commitment of time for class preparation. In such cases the student may secure permission from the instructor to audit the course without receiving a grade or unit of credit. The instructor is free to grant or withhold permission at his or her discretion; also, auditors may not use a place in the class needed for a student taking the course for credit. Classes taken as an audit will not appear on the student's transcript.

SCHEDULE REVISION POLICY

Many factors must be taken into account before requests for schedule changes can be approved. Essentially these result from the commitment made for faculty assignments, class size, classroom use, and book and materials ordered. These are based on student registration which requires a commitment by all students to follow through on the courses for which they have registered.

No student may drop a course after it has been in progress for four weeks. Unofficial withdrawal from any course will result in an automatic grade of failure ("D") and the consequences of a violation of the Academic Attendance Policy stated in THE STUDENT HANDBOOK. In special circumstances, staff-initiated requests to evaluate a student's schedule will be reviewed by the Academic Dean and/or Principal.

Provision is made for modifying a course schedule after the start of the academic year, but specific guidelines are established. In general, a student may drop a quarter course four weeks before the end of the quarter or drop a semester of full-year course four weeks before the end of a semester without a record of the course on the transcript. If a student withdraws from a semester or year course after the deadline has passed, the transcript will record the course and the withdrawal as passing or failing with no credit. Quarter courses earn one-quarter unit of credit, semester courses one-half unit of credit, and year courses one full unit of credit. Partial credit is not granted.

GRADING AND EVALUATION

There are four reporting periods each year. Grades are reported in letters. The majority of courses use the evaluation system:

A = Outstanding achievement

B = Superior, meeting all course requirements

C = Acceptable, minimally meeting requirements

D = Unsatisfactory, no NCSSM credit

Community Service, Work Service, Mentorship, Independent Study and some other courses use the following evaluation system:

S = Satisfactory

U = Unsatisfactory

The graduation requirements listed on the final pages of the course catalogue specify that English and mathematics must be included in every student's program each year and that juniors must be enrolled in science and foreign language. American History and Literature are also required in the junior year unless special conditions are met. Each student is required to be registered for a minimum of five (5) courses per semester. This requirement not only will meet the educational goals of NCSSM, but will also prepare students interested in meeting requirements to qualify for the North Carolina Scholars Program.

NOVEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
		1 2nd Quarter Begins	2	3	4	5 SAT/ Achievements
6	7	8	9	10	11 VETERAN'S DAY (Classes held)	12
13	14	15	16	17	18	19
20	21	22 Dismissal End of Instructional Day	23 (make-up Labor Day)	24 ←THANKSGIVING→	25	26
27 Parent Conferences Students Return	28	29	30	31		

office, registar's office, and (d) faculty and staff advisors. Students are the first to receive their reports, which are distributed to them by their resident advisors for joint examination and consultation.

GRADES OF INCOMPLETE

At any one of the quarterly grading periods, a teacher may request written permission from the Dean for Academic Affairs to give a grade of "I" (Incomplete) to a student in an academic course. This option is not available in Work Service or Community Service. Permission will be given only when there is sufficient evidence that unusual circumstances prevented the completion of assigned work or tests; failure to plan ahead or manage time wisely will not be considered as grounds for granting an Incomplete.

When an Incomplete is given to a student in a regularly-scheduled academic course, that student has five school days from the end of the grading period to make up the Incomplete. When an Incomplete is given to a student in Independent Study, Individualized Instruction, or Seminar course, that student has ten school days from the end of the grading period to make up the Incomplete.

Exceptions to these provisions will be made only when documentation exists in the Academic Office of such circumstances as a lengthy illness or other conditions made known to the Dean for Academic Affairs.

ADVISOR-ADVISEE PROGRAM

Each student will be assigned an advisor, who will be either a teacher or a professional staff member. Advisors will meet with students at specified times to assist with course registration concerns, review grade reports, and deal with other academic matters. These advisors also serve as a personal resource to the student for non-academic concerns and are available for formal or informal conferences, or other less structured interaction, throughout the school year.

The use of the computer is a privilege given to students at NCSSM. This privilege demands responsible and courteous behavior from all users. Any users found to be misusing the computer or peripheral equipment will lose this privilege.

The primary purpose of the computer is to enhance learning. It is used not only to study areas of computer science but also as a tool for calculating and word processing in all academic areas. Any other use of the computer is incidental to this. All users must realize that use of the mail or phone commands and the printer must be reasonable and should not inhibit the academic use of the machine.

Each person's account is viewed as his or her personal property. Thus it is private and should not be violated by anyone. Each user should realize that disclosing his or her password to another person is giving that person tacit approval to use his or her account. This is also true of all system and administrative accounts.

In view of this right of privacy and personal property, any student who gains unauthorized knowledge of a password that gives that student access to anyone else's account or to the system account must immediately tell the password owner so that the password can be changed. Whoever does not do this, whether or not he or she ever uses that knowledge, will be recommended for dismissal from the School.

Any other computer-related behavior that is viewed as unacceptable to the school community will, in the least, result in the loss of computer privileges.

STUDENT USE OF INSTRUCTIONAL MATERIALS

All students are responsible for the care and safety of textbooks and other instructional materials issued to them. Any loss or damage should be reported promptly to the appropriate teacher, who will inform the Business Office for subsequent billing of the student.

DECEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2 Board of Trustees Meeting	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Dismissal End of Instructional Day	17
18	19 (make-up Veteran's Day)	20 ← WINTER VACATION	21	22	23 →	24
25	26	27 ← WINTER VACATION	28	29	30 →	31

STUDY OPTIONS AND SPECIAL PROGRAMS

Several special study plans are described on page 25 of the 1983-84 NCSSM Course Catalog. Students may secure application forms from the Registrar's Office to begin making arrangements for Independent Study, Individualized Study, and Special Seminars. Information on the forms will direct the students to the proper activities and sponsors to facilitate registration for these programs.

ADVANCED PLACEMENT PROGRAM

The school provides an opportunity for students to participate in the Advanced Placement Program of the College Entrance Board. Many seniors and some juniors take one or more AP examinations in the major fields in which these tests are given. It is possible for students to earn college credits through their performance on these examinations.

WITHDRAWAL, READMISSION POLICY

When a student is absent due to an extended period of illness, the Academic Dean will confer with the student's teachers on a biweekly basis to determine his or her academic status. This status will depend on many factors, particularly whether the student is able to continue to do some work on assignments sent to him or her. Because of the intensive nature of the NCSSM program, even if assignments are being done, there could be a point reached when lack of interaction in class discussions or inability to complete laboratory experiments might result in students falling too far behind to earn credit. Academic Department Heads will notify the Dean for Academic Affairs when the student is at the point where continued absence will result in no credit. After conferring with the Student Review Committee, the Dean for Academic Affairs will send written notification of a decision to allow continued enrollment or recommend withdrawal, without prejudice, to the student and his or her parents.

A student who withdraws because of illness or personal reasons beyond his or her control (family problems, for example) may re-apply for admission. Application for readmission should be forwarded to the Office of the Academic Dean. The Student Review Committee, after careful consideration of the applicant and his or her NCSSM record, will forward its recommendation to the Principal.

No student will be readmitted if credits are lacking or there are other circumstances which would prevent him or her from graduating with his or her class or would make the possibility of graduation highly unlikely. Students who withdraw at the request of the administration are not eligible to apply for readmission.

TUTORIALS

Evening tutorials provide opportunities for students to seek assistance from faculty. Teachers are on duty each evening Monday-Thursday from 6:00 to 7:50. Each department has a teacher available each evening. Students experiencing academic difficulties, needing review, additional explanation of class work and/or more individual help are encouraged to take advantage of these evening sessions.

SUPERVISED STUDY HOURS

On Monday-Thursday evenings between the hours of 8:00 and 10:00, the entire campus observes "Study Hours". All activities and social events are suspended during these hours. Students are required to spend this time in their dorm rooms or may receive a pass to go to the library for supervised group study. Students are strongly urged to spend these hours in productive academic work. Strict quiet hours are observed in order to produce an atmosphere conducive to concentrated study.

GUIDANCE AND COUNSELING

The goal of the NCSSM Guidance Program is to facilitate the total success of our students in their adjustment to the school community, in their academic endeavor, in their transition to college and career, in their individual personal growth. Structured programming is provided to assist the students as they encounter the changes that are a normal part of growing and those challenges unique to the NCSSM community.

Students are encouraged to meet with any one of the counselors whenever they need assistance. Parents are encouraged to share information pertinent to their

JANUARY

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2 Students Return	3	4	5	6	7
8	9	10	11	12	13 Reading Day (a.m)_ Exam (p.m.)	14
15	16 EXAMS	17 EXAMS	18 Reading Day (a.m.) Exam (p.m.)	19 EXAMS	20 End 2nd Quarter Dismissal End of Exams	21
22	23 Teacher Workday	24 Teacher Workday Students Return	25 Begin 2nd Semester	26	27	28 SAT/ Achievements
29	30	31				

student's growth and to discuss concerns and questions throughout the year with the counselor. Such a supportive relationship between home and school community is essential to the success of the student.

The effective guidance of young people at NCSSM is a result of the team effort of teachers, counselors, the residence life staff, the health services staff, administrators, and, indeed, the total adult community. We work together to provide consistent, caring support for the young people who come to NCSSM to live and learn.

RESTRICTED AREAS

Students are not allowed to be present in offices, office areas, unsupervised classrooms, laboratories, and laboratory preparation and storage areas after the in-dorm curfew hour. Unauthorized presence in such areas will cause the student to be subject to disciplinary action.

Entry to the computer room, terminal areas, or micro rooms after they are supposed to be closed and locked will be considered unauthorized entry and will be punished by recommendation for expulsion.

POLICY FOR SCHEDULING OF TESTS

The School makes every effort to provide optimum conditions for the testing and evaluation of students' progress. However, conflicts in scheduling tests do develop at times. Students should note the procedure below which is designed to help them resolve problems associated with multiple testing scheduled on any given day.

All tests and quizzes (15 minutes or more in length) must be registered on a sign-up sheet for each instructional day of an upcoming two-week period in the Academic Office.

Students scheduled for more than two (2) major tests/quizzes on any given day should check the sign-up sheet to determine the order in which the tests were registered. The first two (2) teachers to sign the sheet have priority. This means a student is obligated to take these tests as scheduled. Those teachers scheduling tests after the two with priority are required to work with the student in re-scheduling their tests, at the student's request. It is the responsibility of the student to become familiar with this policy and make use of it when problems develop due to the scheduling of multiple tests (more than 2) on the same day.

Faculty and appropriate staff will be notified of all Level II judicial action. Students on restriction may not be allowed to participate in co- curricular and social events, including athletics, while on restriction.

INCLEMENT WEATHER

When inclement and unsafe weather conditions develop on a weekend, students who are away for the weekend are to exercise extreme caution when returning to NCSSM. The decision to return rests with their parents. Students who are delayed returning to school are to contact their Resident Advisors.

When inclement and unsafe weather conditions develop on the day school is dismissed for the weekend, students are urged not to attempt to leave the school. They should call their parents to inform them of a change in travel plans and plan to remain for the weekend.

When faculty members are unable to attend classes due to inclement and unsafe weather conditions, students will be alerted via a special memo. Announcements will be posted in residence halls, on classroom doors, outside elevators and/or read on local radio station broadcasts. Students should check their classrooms on these days for posted lessons.

LIBRARY POLICIES AND PROCEDURES

The NCSSM Library is a quiet place for study, research and reading. It houses a reference and general collection which has been designed to relate specifically to the curriculum of the school. In addition there is a collection of periodicals of general interest and audio-visual materials.

The librarians are available to provide assistance in locating information found in the NCSSM Library as well as in other libraries in the area. Please do not hesitate to ask for their assistance.

Library hours are posted; the library is open most nights during the week and at specified times during the weekend.

The library has been created for the benefit of students, faculty and staff. Each student is expected to fulfill his or her individual responsibilities regarding library policies and to adhere to its procedures. These policies include the following:

GENERAL POLICY

All library users should give appropriate consideration to others using the facilities. Because the resources of the library are limited, students are urged to return materials as soon as they are finished with them, and certainly before the materials are overdue. All library materials are to be respected and left in the best condition for others to use. No food, drink or smoking is permitted in the library. All areas of the library are to be kept quiet in consideration of others who are studying.

CIRCULATION POLICY

Circulating materials are to be checked out according to properly. Materials may be borrowed for a two-week period, and may be renewed for an additional two-week period, provided there is no reserve placed on them. A-V software materials can be checked out just as printed materials. Reference materials and periodicals are for use only in the library. All materials are to be returned the day before dismissal for Thanksgiving, Christmas and spring holidays. Materials may be borrowed during the holiday periods and are due on the first instructional day thereafter.

EXIT CONTROL

The library uses an electronic exit-control system to reduce book losses and make the collection more available to its users. The system allows you to exit the library without delay, unless you are carrying a library item that has not been properly checked out. The exit gates will lock automatically and a doorbell-type chime will sound when the system detects such items. False alarms do sometimes occur. Please do not take offense if this happens. Simply step back out of the exit and go to the circulation desk for assistance. A library staff member will help you discover why the alarm was triggered and will help correct the problem.

RESERVE POLICY

Materials on reserve will have either a "Library Use Only" or "Overnight Loan" status. "Library Use Only" means that the materials must be used in the library. Overnight loan of materials is subject to the approval of the instructor who places the materials on reserve. Materials borrowed overnight may be checked out 15 minutes before closing and are to be returned by 9:00 a.m. the next day or during the first hour of the next day that the library is open.

FINES AND PAYMENT FOR LOST MATERIALS

Fines and payments incurred by the student will be deducted from the initial deposit required of all students.

Overdue circulating materials carry a fine of ten cents per item per day and a $1.00 fine over holiday periods. Overdue RESERVE Materials carry a fine of twenty five cents per item per hour. The fine limit is replacement cost for books or $5.00 per item for other materials. If any library materials are lost, replacement cost and a processing fee of $10.00 will be deducted from the initial deposit.

Notification procedures for overdue materials:

(a) First Notice: When materials become overdue, the student's name will be placed on a list to be posted for one week in the library. This list will be posted by Friday of each week.

(b) Second Notice: A formal overdue notice (white copy) will be sent to the student via campus mail when materials are two weeks overdue.

(c) Final Notice: A final notice (pink copy) will be sent to the student via campus mail when materials are three weeks overdue.

(d) If materials are not returned after the final notice, a letter will be sent to the Academic Dean for further action.

INTERLIBRARY LOAN POLICY

Books needed by students, and not available in the NCSSM library, may be secured through an interlibrary loan service with the State Library. Requests will be forwarded to the State Library as soon as possible. Unless restricted by the lending library, the borrowed materials may circulate for a 25-day period. Materials borrowed will be due in our library 5 days prior to the due date defined by the lending library. Renewal requests must be made on or before the date materials are due in our library. The requestor assumes all responsibility for fines and costs associated with damage and/or lost materials imposed by the lending library.

STUDY ROOM POLICY

Study rooms 1, 2, and 3 are designated for student study use, for 2 or more students, on a first-come, first-served basis. Room 3, a small conference room, may be reserved for faculty/staff meetings if scheduled with the librarians at least 24 hours in advance. Room 4 is designed for the use of A-V materials by students and faculty/staff.

COMPUTER ROOM POLICY

The Library has available an APPLE II microcomputer, with telecommunication equipment and a printer, and a Decwritter IV terminal. This equipment is for use by students, faculty/staff, and library staff for searching on-line data bases, word processing, computer based instruction, and library operations. IT MAY NOT BE USED FOR RECREATIONAL ACTIVITIES, e.g. GAMES. The APPLE II will be reserved for library staff use between 10:00-12:00 AM daily. At other times it will be available for use on a first-come, first-served basis.

PHOTOCOPIER SERVICES

A coin-operated photocopy machine is located near the Circulation Desk in the photocopy room. Each copy is five cents, and the machine makes change. Persons copying materials are responsible for compliance with the federal copyright laws. If you should have questions regarding copyright laws, please consult the librarians.

CO-CURRICULAR

There are many aspects of a student's life that are addressed at NCSSM. A number of co-curricular activities are offered to enhance the integrated learning experience of each student by promoting an effective involvement in the challenges of this living and learning program.

ATHLETICS: NCSSM offers an interscholastic athletic program in the floowing sports: soccer (boys,girls); tennis (boys,girls); volleyball (girls); softball (girls); cross-country (coed); basketball (boys, girls); baseball (boys); and track (coed). There is an active intramural sports program for those students who desire less competitive involvement or whose schedules will not permit time for interscholastic sports. Private lessons can be arranged with area professionals; these are the financial responsibility of the student.

Because of the time commitment involved in interscholastic sports, students who encounter academic difficulties will be reviewed to determine if they should be allowed to continue participation in interscholastic sports.

COMMUNITY SERVICE: The Community Service Program provides an opportunity for NCSSM students to be of service to a community while learning about community life, the working world and themselves. It is hoped that the experience of volunteering and of giving of one's self will carry over into other aspects of one's life and that many students will continue to volunteer their energies after they leave NCSSM.

The wide variety of options makes it possible for students to select a way of fulfilling the Community Service requirement that best fits the needs and interests of the student.

WORK SERVICE: A student work service program is necessary to maintain the grounds, buildings and various program functions of the school. Contributions of time, energy and talents provide not only a financial benefit to the school and ultimately to the students, but also permit a sense of communal involvement which creates a bond between those participating and their environment. Each student is expected to be cooperatively involved in one of many work service assignments for four hours a week. Three hours will be performed within a designated area and one hour per week will be spent fulfilling hall housekeeping duties.

STUDENT ACTIVITIES: A comprehensive student activities program will be provided and is designed to complement the strong academic program here at NCSSM. The Residential Life staff, in conjunction with other members of the school community, is responsible for the creation and implementation of the activities program.

Examples of activities include films, outdoor and camping activities, visiting artists series, off-campus trips to shopping malls, theaters, museums, parties and other local sites of interest. Weekend activities are offered for those students who choose to remain on campus.

A variety of clubs are active on campus for student participation. Club advisors include faculty, staff members or carefully chosen volunteers. Clubs are student-initiated and governed. Each club must submit a charter to the Student Council to obtain official recognition by the school. Student-run publications include the ODYSSEY (yearbook), the STENTORIAN (newspaper) and the BLUE MIRROR (literary magazine). NCSSM also fields a highly active Speech and Debate team. These students compete in a variety of tournaments and are able to develop their talents in a number of areas such as dramatic interpretation, debate, and extemporaneous speaking.

In addition to school-sponsored activities, students are encouraged to discover and enjoy the many different activities available in Durham. Free time is available for biking, shopping, sightseeing, or movie-going. Most off-campus activities will require a charge to offset costs. In addition, students will need spending money for personal supplies. Parents should discuss the needs of their particular child and determine an appropriate budget.

Students are urged to set up a personal bank account at a nearby financial institution. This can be done when the student arrives on campus. In addition, students are discouraged from having large sums of money in the residence halls. Those individuals with financial concerns are encouraged to discuss their concerns with their resident advisor or the Business

Some expenses incurred by students require a cashier's check or money order (class rings, graduation items, etc.). In some cases, NCSSM may not be able to accept personal checks from students. In addition, many area banks and merchants require at least one, and sometimes two, I.D.s for the cashing of checks. Students will receive school I.D. cards at the start of the school year which can be used for this purpose.

It is also important to note that some area merchants will not accept student checks written on an out-of-town account. These factors should be considered when the student and parent are making financial arrangements for the school year.

HOST FAMILY: Students will be offered the opportunity to participate in the Host Family Program where friends of the school and their families assist students with an orientation to Durham as well as provide yearlong support in a "home-away-from-home" environment.

STUDENT GOVERNMENT: Students at NCSSM are actively involved in Student Government. There are two components to this type of student-initiated and student-run government: Student Council and the Residence Board. The Constitutions and By-Laws of each are listed in the Student Government section of this handbook.

RESIDENTIAL LIFE

The primary focus of the Residential Life program is to provide each student with a caring and supportive environment that fosters social growth and awareness and acts as a complement to the Academic program. The staff assumes the role of parent or legal guardian while students are in school. The staff is committed to this role and to providing each individual with a total living and learning experience at NCSSM.

In addition to the professional residential staff, there are Dorm Assistants (senior students) who act as peer counselors and assist the adult staff in each dorm. These students, selected for their demonstrated leadership qualities and communication skills, help new students adjust to the residential setting as well as assist in the planning of social and educational programs.

-- Students are responsible for the furniture in their room and for any damages that incurred. Students are also responsible for the cleanliness of their room; rooms will be inspected at least once a week by the residential staff. NOTE: Room cleanliness and hall housekeeping duties are an integral part of the Work Service Program. As a member of a community, each student is expected to perform housekeeping tasks as assigned.

-- Students who wish to have a private phone installed in their room should contact the Residential Life Office for details. This service is available only in Hill, Wyche and Bryan.

ROOM INFORMATION

All matters pertaining to the assignment of and change of roommates and/or rooms are handled by the Residential Life Office. This office also handles all key requests and billings for damages. Students are financially responsible for the replacement of lost or damaged keys, furniture, etc.

ROOM CARE: In an attempt to provide the student with an adequate living area and to assure that the furniture and appearance of the room will be maintained for future students, the following Room Care Policy will be observed:

-- Furniture may be rearranged; however, mattresses and bed frames may not be placed on the floor. Students should consider their personal safety when setting up their room.

-- Students are encouraged to bring items from home to make their room more comfortable. Posters are allowed on the walls providing they are not hung by nails, screws, tacks, or tape that peels off the paint. Masking tape may be used as long as it is thoroughly and completely removed when residency terminates. Painting of rooms due to wall damages will be the financial responsibility of the student.

-- Refrigerators up to 2.5 cubic feet are allowed in dorm rooms; there is a limit of one unit per room. All refrigerators must be kept clean, and they will be inspected regularly by the staff.

FEBRUARY

SUN	MON	TUE	WED	THUR	FRI	SAT
			1 World Cultures Month	2	3	4
5	6	7	8	9	10	11 Admissions Testing
12	13	14	15	16	17	18 Admissions Testing
19	20	21	22	23	24	25
26	27	28	29			

-- Pets are not allowed in the residence halls. Smoking is not allowed in student rooms, academic areas, lounges, bathrooms or in the cafeteria. Special areas are identified on campus for this purpose only. We do not encourage smoking or other use of tobacco.

-- Bikes cannot be kept in student room or other areas of the residence halls in accordance with state fire codes. A bike shelter is provided on campus. Students should lock their bikes at all times. The school cannot accept responsibility for student bikes.

-- Roommates share a common responsibility for their room and should work together to maintain it. The display of posters or other materials that are offensive to other members of the community are not allowed. While we value freedom of expression, we also value respect for others in a community setting and do not support the erosion of the integrity of the school.

ROOM SECURITY AND SAFETY: Students are expected to practice personal safety at all times. The school is not responsible for the security of personal valuables. Students are reminded to keep their rooms locked at all times. We follow the "Community Watch" system where students are asked to actively protect themselves, their friends, and their property by reporting all strangers to Security or another staff member.

The security of room keys is crucial to student safety. It is the student's responsibility to keep his or her room locked and to carry his or her key at all times. Periodic checks will be made by the residential staff to insure that keys are still in use. Lost keys will result in a rekeying of a room lock; this is the financial responsibility of the student (possibly up to $25.00 for a new lock charge). We cannot emphasize enough the need for students to be responsible for their room keys.

All cooking appliances (toaster ovens, popcorn poppers, etc.) are to be used in the kitchen areas and not in student rooms. Stereos and radios are allowed in dorm rooms as are hairdryers and curling irons. Irons should be used in the areas where ironing boards are provided. Each dorm will have a television lounge with a color TV; individual TVs are not allowed in student rooms.

Firearms, knives and dangerous weapons are not allowed on campus. Pocket knives and craft knives are permissable but must be registered with the RA. Archery and martial arts equipment must be stored with the Athletic Department.

Explosives or devices containing an explosive or inflammable compound, or other devices commonly used and sold as fireworks, are prohibited on campus. Class projects involving the use of such devices or materials must be under the strict supervision of a faculty member at all times.

Students are not allowed to use their dorm rooms for scientific experiments that involve possibly harmful substances, etc. Scientific equipment (such as lasers) must be registered and approved for room use by appropriate faculty and residential staff.

Open flames (candles, incense, etc.) are not allowed in student rooms. In addition, fire safety regulations prohibit canopies across the ceiling. Students wishing to hang materials such as bedspreads or batiks on their walls must have them fire-retarded first.

The school has a fire alarm system in each building, and fire drills will occur regularly. Fire alarm pulls and extinguishers are on each hall for everyone's protection. Any abuse of these will result in disciplinary action. In addition, students are required to evacuate the buildings when fire alarms sound. Any student who deliberately ignores an alarm will face disciplinary measures.

ROOM ENTRY AND SEARCH

An NCSSM student who resides in a residence hall room is due the right to privacy in that room. No one (including parents, visitors and other students) will be allowed access to that room unless the student is present.

A pass key is used under normal non-emergency conditions for preventative or corrective maintenance by authorized school maintenance employees or for room inspections by the Residential Life staff or School Administration.

In cases involving emergency, hazard, the immediate safety of persons, or where there is

MARCH

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3 Admissions Testing
4	5 ←	6 SPECIAL	7 PROJECTS	8 WEEK	9 →	10 Admissions Testing Required Saturday
11	12	13	14	15 Dismissal End of Instructional Day - Extended Weekend	16 Teacher Workday	17
18 Students Return	19	20	21	22	23	24
25	26	27	28 ←	29 ADMISSIONS SELECTION COMMITTEE	30 → End of 3rd Quarter	31

regulations or criminal law, a room search will be authorized by the Principal, the Dean of Students or the Residential Life Manager. If a room search is conducted, then the following procedure will occur:

1. Two representatives of the school will conduct the search.

2. Those conducting the search will knock on the door of the room in question. If they are not admitted, they will enter the room using a pass key if necessary.

3. If school is in session, those entering the room will announce the purpose of their visit and indicate that they are going to conduct a room search.

4. If contraband (drugs, alcohol, dangerous weapons, fireworks, etc.), items used in a criminal act, or stolen items are found, they will be confiscated and a written receipt will be made and left in a prominent, easily visible place. Confiscated items will be turned over to Security. The Dean of Students will institute any appropriate disciplinary proceedings.

5. Where local state or federal law enforcement officers present a duly authorized warrant or when such officers have determined that circumstances exist which justify a warrantless search, school officials will allow these officers to conduct a room search. The same notice concerning confiscated property will be given to the room occupants orplaced in a prominent place by school officials. A school official will be present during the search unless ordered otherwise by the law enforcement officers.

STANDARDS OF CONDUCT

Standards of conduct reflect the importance of a secure and comfortable environment necessary for students to allow concentration of energy on academic and personal growth. Students have a high degree of freedom for selecting the direction of their lives and are responsible for the consequences of their actions.

responsible for adherence and enforcement. Although these rules have been established to protect the individual, it must be noted that the discretion of the faculty and staff in the NCSSM community to support and enforce appropriate standards of conduct is necessary. To promote an environment of growth and respect, all members of the school must actively contribute.

ALCOHOL POLICY: The North Carolina Alcoholic Beverage Control Law makes it unlawful for any person under 19 years of age (effective 10/1/83) to purchase, possess, or consume, or for anyone to aid and abet such a person in purchasing, possessing or consuming any alcoholic beverage. No alcoholic beverages are allowed on campus or at school functions involving students.

DRUG POLICY: The North Carolina School of Science and Mathematics operates within the requirements of North Carolina drug laws in a cooperative manner with local law enforcement agencies. Students at the school will not be protected by the school from the effect of violating any provisions of these laws.

DRESS CODE: The dress regulations require that dress shall be in "good taste" and that it be neat, clean and appropriate for the occasion. Casual dress is permitted. It is recognized that definitions vary. Generally, dress and grooming that attract negative or undue attention or infringe on the rights and values of other individuals are not considered "in good taste". Shoes are required in all areas of campus with the exception of the students' immediate residential setting. Examples of dress that are inappropriate for classrooms, other instructionally-related areas and the cafeteria are short-shorts and halter/tank tops. Proper dress will be required for certain school occasions.

SIGN-OUT/IN PROCEDURES

One of the most important policies at NCSSM is that of the Sign-out/in procedure. Regulations governing this system are to enable the school to have reasonable knowledge of the whereabouts of the students for whom it is legally responsible at all times. Although we do not claim that we can keep track of all students at all times, we ask the student to support this system in an open and honest manner. In times of

APRIL

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2 Teacher Workday Reading Day	3 Begin 4th Quarter	4	5	6	7 SAT's
8	9	10	11	12	13 Dismissal End of Instructional Day	14 Semi-Finalist Visits
15	16 (make-up) Memorial Day	17	18 SPRING VACATION	19	20	21
22 EASTER	23 Students Return	24 Classes Begin	25	26	27	28 Semi-Finalist Visits
29	30					

emergency, it is critical for us to be able to account for the students - thus the sign-out/in system carries with it a great deal of importance. Students should familiarize themselves with the procedures upon entering school so that they may be used properly. Failure to use and support this policy will result in strict penalties.

SIGN-OUT

1. Weekday, Monday-Thursday: Students going off campus prior to 8:00 p.m. are required to sign-out by leaving the appropriate information regarding their destination on the sign-out sheet posted on their doors. An RA signature is not required if students are remaining within the Durham city limits.

All students must sign back in by the 8:00 p.m. campus curfew and note this on their doors.

A student who has received special permission to be off campus after 8:00 p.m. must sign-out in the Residential Life Office or with the RA on duty in his or her building.

2. Weekend, Friday-Sunday: Students leaving campus for any reason, including overnights, must sign out with the RA on duty or the Residential Life Office (Friday until 5:00 p.m.). Students must sign back in with the RA on duty when returning to campus.

3. NOTE: Students do not have to sign out for the following places: Revco, assemblies, all-school events, mentorships or community service (must be noted on daily schedules posted on doors) or athletic practices.

CURFEW REGULATIONS

The curfew hours for the 1983-84 school year are: ON-CAMPUS, Monday-Thursday, 8:00 p.m.; IN-DORM, Sunday-Thursday, 10:30 p.m. and Friday-Staurday, 12:00 midnight; IN-ROOM, Sunday-Thursday, 12:00 midnight.

ON-CAMPUS: Students are required to be on campus and in their dorm room for curfew check at 8:00 p.m. Monday-Thursday; students are to remain in their rooms until checked by a RA. Study hours begin at 8:00 p.m. and students are to remain in their rooms until 10:00 p.m. unless they receive a pass to go to the library during these hours. The on-campus curfew time on Sunday is 8:00 for students who have remained at NCSSM for the weekend. Those students who have left campus for the weekend must be back for the 10:30 curfew check.

IN-DORM: Each student should be signed in and present in his or her room and remain there until checked by the RA on duty. In-dorm curfew checks are made at 10:30 p.m. Sunday-Thursday and at 12:00 midnight on Friday and Saturday. Afterwards, the student may be elsewhere in the dorm until the IN-ROOM curfew time.

IN-ROOM: Sunday through Thursday evenings, students are required to be in their rooms at 12:00 midnight and to remain there until morning. The purpose of this is to promote an atmosphere of quiet for better sleeping habits as well as to bring closure to the day.

CURFEW EXTENSIONS: For special occasions, students must receive permission for extended hours from the Dean of Students; these requests must be made with sufficient advance notice, and parent permission is required. Extension forms are available in the Dean's Office.

If a student finds that he or she will be unable to return to the residence hall in time to meet a curfew check, he or she should immediately telephone the staff person on duty giving the cause of delay and an estimated time of return. Parents are asked to inform the school if a late return to campus is expected when a student goes home for the weekend. These calls are for information purposes only and are not considered an excuse for a late return to the residence hall after curfew.

NOTE: It is the policy of the school to inform parents or guardians when a student is more than one hour late for curfew. This is not a punitive measure but is done to give information to the parents in case an emergency is involved.

OVERNIGHT PERMISSION: Because there is no blanket permission for overnights, parents must contact the residential staff by phone or letter giving permission for their child to leave campus for each overnight stay to a destination other than home. Permission is not necessary for students who are signing out for home.

MAY

SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5 SAT/ Achievements
6	7	8	9	10 Admission	11 Selection	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 MEMORIAL DAY (Classes Held)	29	30	31 Reading Day		

ADVANCED PLACEMENT EXAMINATIONS

Students must follow campus sign-out proceaures when they are ready to leave campus.

Overnight visits during the week will not be allowed except under special circumstances. Parent permission and approval by the Dean of Students is required.

If a student decides not to go overnight, he or she must inform the RA on duty and be in at the regular curfew hour.

OUT-OF-TOWN PERMISSION: All students must have permission from parents and the staff each time they travel outside the Raleigh-Durham-Chapel Hill area, whether they are going overnight or on a day trip. A student must sign out properly for these trips.

AUTOMOBILES AND OTHER MOTORIZED VEHICLES: For a number of legitimate reasons, the school does not allow students to have possession of or access to cars and other motorized vehicles while they are enrolled at NCSSM and are under the jurisdiction of the school. This includes the storage of vehicles in the Durham and immediate surrounding community. While we realize that this may be an inconvenience for some, we must ask for parents and guardians to support this policy.

VISITATION POLICY

(a) OFF-CAMPUS VISITORS: All visitors for students are requested to register with a residential staff member when arriving on campus. Visitors are to be accompanied by the individual they are visiting. An ID guest card will be issued, and visitors are asked to carry them at all times.

Students are responsible for the actions of their guests, including any damages accrued or policies broken. Visitors are to abide by all rules and regulations that govern student life.

A student may have visitors for overnight in his or her room for not more than two consecutive nights (Friday and Saturday nights only), provided the roommate agrees. Overnight visitors of the opposite sex must stay in the appropriate male or female residence hall. No visitor will be allowed access to a student's room if the occupants are not present.

Visiting hours are as follows:
10:00 a.m.-8:00 p.m. Monday-Thursday
10:00 a.m.-12:00 midnight Friday-Saturday
10:00 a.m.-10:00 p.m. Sunday

Students are NOT allowed to have visitors between 8:00 and 10:00 Monday-Thursday evenings when "Study Hours" are observed.

(b) INTERVISITATION: Coed visiting between students is limited to public lounge areas only. Intervisitation hours coincide with the hours that a residence hall is open: 7:00 a.m. to 10:30 p.m. Sunday-Thursday, and 7:00 a.m. to 12 midnight Friday-Saturday.

(c) OPEN HOUSE: The residential staff supervises scheduled "Open House" hours when students are able to visit in the residential wings. Times are posted in the dorms and specific guidelines must be followed by students.

OFF-LIMIT AREAS

There are certain areas that are considered off-limits to students due to renovation or to the nature of what is in those areas, particularly after office hours. Students are not allowed in areas under construction, in any offices or the cafeteria after hours, or in other areas posted as "off-limits". Students found in violation of this policy will be subject to strict judicial action.

VANDALISM

Vandalism is considered a serious act at NCSSM and will not be tolerated. Students should be aware that action taken by NCSSM will not supercede legal consequences. Also of note, staff have the right to confiscate all materials that are public property (i.e., street signs, road signs, etc.).

GAMBLING: It is not allowed on campus.

RESIDENTIAL HOURS

Consideration of others is important in a residential setting. In addition, students must be aware that their academic success is of top priority

JUNE

SUN	MON	TUE	WED	THUR	FRI	SAT
					1 EXAMS	2
3	4 EXAMS	5 EXAMS	6 EXAMS	7 EXAMS	8 RECOGNITION DAY Board of Trustees Meeting	9 COMMENCEMENT Required All Students
10	11 ← TEACHER WORKDAY	12 →	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

for their being at NCSSM. In order to provide an environment that addresses these issues, the following "hours" have been established:

STUDY HOURS (8:00-10:00 p.m. Monday-Thursday). The residential staff strongly supports and supervises the enforcement of these hours. During these hours, students are to be involved in productive activities. Music and television viewing are not allowed. An atmosphere of quiet is to be maintained for those wishing to study or do homework.

QUIET HOURS (7:00 p.m.-7:00 a.m. weekdays; 12 midnight-10 a.m. weekends). During these hours, students are asked to promote an environment conducive to community life and healthy sleeping habits.

MORGUE HOURS (primarily set up just prior to and during exam week). The purpose of morgue hours is to promote an atmosphere of extreme quiet and respect for the study and sleep needs of individuals during exam periods. Guidelines are posted in each residence hall.

PROGESS REPORTS

A report written by a student's Resident Advisor evaluating a student's adjustment to the school environment and cooperation with school regulations will be included in the school's comprehensive narrative reports to the family. Reports on Work Service and Community Service progress are also included on a semester basis. In addition to meeting to discuss the student's performance in classes and the keeping of social rules and guidelines, the RA and student also meet to discuss personal concerns. All personal conferences are confidential. An RA may assist a student in any Judicial Board hearing or help with problems that a student may have.

On several occasions during the year, a student's RA may contact parents or guardians by telephone. In addition, parents are encouraged to contact their child's RA when they have any questions about their child's adjustment or questions about the NCSSM program.

STUDENT JUDICIAL SYSTEM

INTRODUCTION: The establishment of guidelines are necessary in a community environment. The expectation of those members within the community are that all individuals will accept and support these guidelines for the benefit of all. While we do not relish the task of discipline, we see it as an important step in the learning process as well as a way to support good citizenship.

The Judicial System is used to determine the status of students who allegedly violate the school policies and guidelines. It is the responsibility of the faculty and staff of NCSSM to use their discretion and professional judgement in the enforcement of the rules and regulations. It is the responsibility of the student to abide by the discipline determined in each case.

VIOLATIONS OF REGULATIONS: There are two levels of violations, Level I and Level II. Both levels are handled by residential staff members who are responsible for meeting with the student(s) involved, investigating the circumstances and contacting parents when necessary. A decision is made regarding consequences. Appeals are directed to the Dean of Students.

If a situation merits possible suspension or dismissal, or the residential staff member wishes to refer a case, then a meeting of the Judicial Board is convened to hear the case. A student may request a hearing if he or she believes there are extenuating circumstances. The Judicial Board makes the decision to hold a meeting. Appeals of Board decisions are handled by the Principal.

APPEALS: Appropriate appeal forms are available in the office of the Dean of Students. Appeals are to be filed within 48 hours of a discipline decision. Students may be on restriction pending the outcome of their appeal. Suspensions will not occur until after a 24-hour period to allow for appeals.

RECORDS: All judicial action will be recorded and a notice will be placed in the student's file. Level II violations will be communicated to parents, as will some Level I violations or where there are continual or repeated Level I violations. All records will be retained for the duration of the student's enrollment.

NOTE: A student who amasses a minimum of three Level I offenses of any type and/or two Level II offenses will be subject to automatic review by the Dean of Students. The Principal retains the perogative to decide if a hearing should be held in executive session, to include only those individuals with a "need to know". This decision is made in rare and unusual circumstances.

School personnel reserve the right to request a student to leave campus immediately if deemed necessary, even pending judicial action.

EXPLANATION OF PENALITIES: Level II

LABOR DETAIL - 10 hours as determined by the Dean of Students; ROOM AND CAMPUS RESTRICTION - 2 weeks; SUSPENSION FOR WEEKENDS - 2 consecutive weekends (or otherwise as determined by the Dean of Students); WEEKEND RESTRICTION - 2 consecutive weekends (or otherwise as determined by the Dean of Students); SUSPENSION - 3 to 7 days; PARENT CONFERENCE (in person or by letter or telephone, as determined by the Dean of Students); DISMISSAL

EXPLANATION OF PENALTIES: Level I

LABOR DETAIL - 5 hours as determined by the residential staff; ROOM RESTRICTION - 2 to 5 days; LOSS OF PRIVILEGES (length of time as deemed appropriate by residential staff); PARENT CONTACT - when necessary.

The conditions of Room Restriction are as follows:

The student on room restriction must check in with the RA on duty in his or her dorm by 7:00 p.m. and then go immediately to his or her room. The student is to remain in his or her room, with the door closed, until 6:00 a.m. the following morning. The student is not allowed to have visitors, other than his or her own roommate, in the room, and the student cannot receive or make telephone calls, except those from or to parents and guardians. The student should contact the RA on duty for special needs and/or permissions.

JUDICIAL BOARD

The Judicial Board consists of the following individuals: Dean of Students (voting); Dean for Academic Affairs (Voting); Two Faculty members (voting); One Resident Advisor (Voting); Two Students (non-voting); Recorder (non-voting); Faculty or Staff Member chosen by the student in a given incident. This person will be an ad hoc member of the Board to provide appropriate insight with respect to the student involved and perspective with respect to the hearing procedures (non-voting).

NOTE: The make-up of the Board may be notified by the Director based on rare and unusual circumstances.

Student representatives to the Board will rotate each quarter. Selection will be done through the Student Council. A student whose case is reviewed by the Board may elect not to have student representatives attend the hearing.

LEVEL II VIOLATIONS

The following Level II violations are subject to these penalties - labor detail, room and campus restriction, weekend restriction, suspension for weekends, suspension, and dismissal. One or a number of these penalties will be given based on the severity of the incident. A parent conference may be required, and the student may have to make restitution if deemed appropriate.

DRUG VIOLATIONS: Examples of drug violations include distribution or selling of marijuana, marijuana seeds, narcotic, barbituate, stimulant, or hallucinogenic drugs which are illegal or are possessed without medical prescription; possession, use or transportation of the above named drugs and/or possession or use of paraphernalia; being under the influence of the above named drugs. All drug violations will result in a judiciary hearing to determine the circumstances and appropriate consequences. NOTE: The first offense of distribution or selling is automatic dismissal from NCSSM.

ALCOHOL VIOLATIONS: Examples of alcohol violations include possession or consumption of alcoholic beverages on campus, drunken and disorderly behavior and minors drinking off campus. NOTE: Providing alcoholic beverages to minors is considered a serious violation and will result in a 7-day suspension.

intervisitation violations include intervisitating at non-posted times and violation of posted guidelines during "Open House" hours.

AUTOMOBILES: Examples of violations include possession of or access to automobiles or other motorized vehicles while under the jurisdiction of the school, and violation of permission guidelines when a car is on campus.

PROPERTY VIOLATIONS: Examples of property violations include theft, vandalism, misuse of school property, vandalism or misuse of property off-campus while under the jursidiction of the school, arson, tampering with fire equipment, duplication of school keys, and unauthorized entry to school facilities, including off-limits areas.

CURFEW VIOLATIONS: Examples of curfew violations include leaving the residence hall after the in-dorm curfew, being late for any curfew check, and being out of the room after the in-room curfew.

VIOLATIONS WHICH ENDANGER ONESELF OR OTHERS: Examples include threatening behavior of a verbal or non-verbal nature (i.e., striking or otherwise causing harm, making threats), harmful pranks or actions, possession of or use of dangerous weapons, and propping open doors or windows of public areas or tampering with locks after residence halls have been secured.

SIGN-OUT VIOLATION: Failure to sign out when leaving campus as required.

FALSIFICATION: Examples include the forging of staff signatures, lying, and giving false testimony to the Judicial Board.

TACIT APPROVAL: Students should remember that they are responsible for what is in their room and what takes place there. Tacit approval (allowing something to take place or be possessed in one's room without taking the appropriate action) can result in judicial action.

NOTE: Students who violate any conditions of previous judiciary action are subject to review by the Dean of Students which may result in suspension or dismissal.

LEVEL I VIOLATIONS

The following Level I violations are subject to these penalties - room restriction, labor detail, loss of privileges and/or parent contact.

PROPERTY VIOLATIONS: Examples include failure to perform housekeeping responsibilities, failure (third offense) of pass room inspection, smoking in non-smoking areas, using electrical appliances in the dorm rooms, irresponsible use of one's room key and failure to secure one's room when vacant.

STUDY HOURS VIOLATIONS: Examples include noise violations, being out of the room without permission, and failure to go to the proper destination after receiving permission.

NOISE VIOLATIONS: Examples include excessive noise at any time (especially during school/administrative/teaching hours, Study Hours and late at night).

VISITATION VIOLATIONS: Examples include failure to register and/or supervise guests and entertaining visitors during non-visitation hours.

MISCELLANEOUS: Examples include crude, troublesome and rowdy behaviour while under the jurisdiction of the school, gambling, and actions that are detrimental to the community and not in cooperation with the stated standards of conduct.

NOTE: There are many details regarding personal conduct that cannot be covered in a handbook. It should be remembered that when one's behavior infringes on others, a particular privilege may be denied or altered by the staff.

Faculty and appropriate staff will be notified of all Level II judicial action. Students on restriction may not be allowed to participate in co-curricular and social events, including athletics, while on restriction.

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance with a faculty or staff member should follow these procedures. The first step is to meet with the individual at a mutually convenient conference to discuss the matter and attempt to resolve the issue. If the student or faculty/staff person is not satisfied with this initial resolution, the matter should be discussed at a conference at the convenience of the faculty/staff member's supervisor. In the case of a student/Student Services issue (Health, Residential Life, Security, Athletics), the department head will aid in resolving the matter. Further resolution may require intervention of the Dean of Students. In the case of a faculty/student issue, the appropriate department chairperson will step in, or if the faculty member is a department chairperson, then the Dean for Academic Affairs will be the appropriate supervisor. In the unexpected failure of solution at this second level, then the matter will be taken up by the Deans in their regularly weekly meeting.

The Grievance Procedure is a procedure to attempt to resolve issues that individuals involved cannot mutually resolve. Resolution through consensus will be the guiding philosophy and not a legalistic right or wrong approach or appeasement of one party at the sacrifice of the other.

OTHER SCHOOL SERVICES

MAIL DELIVERY: Mail is delivered Monday-Saturday to student mailboxes. Students residing is Hill and Wyche Houses should use the following mailing address:

Name of Student
Box ___.
Hill House - NCSSM
1912 W. Club Blvd.
Durham, NC 27705

Students residing in Reynolds, Bryan or Beall should have mail sent to "Beall Pavilion - NCSSM" at the above address. Pick-up will be available from a city mailbox outside of Bryan Center. A city Post Office is located at 703 Ninth Street, just a few blocks from the school.

LOST AND FOUND: Books and instructional materials can be claimed from the Academic Office. Clothing and miscellaneous items can be turned in or claimed in the Residential Life Office.

STORAGE FACILITIES: Storage areas are available in each residence hall. These rooms are locked; however, students leave items in storage at their own risk. Materials may be stored by any student as long as space is available. All items for storage must be: clearly labeled with name, date stored and address of student; and enclosed in a suitcase, trunk or sealed box. UNCLAIMED ITEMS WILL BE REMOVED OR THROWN AWAY.

TRANSPORTATION: The NCSSM Safety and Security Department is responsible for arranging and/or providing needed transportation for students. The Security Officer on duty will provide emergency transportation to the doctor or hospital in the event of injury or illness. Other transportation needs such as non-emergency medical appointments, special student activities, or dorm activities must be planned and coordinated through the Security Office with a minimum of three days notice.

NOTE: Students and parents are responsible for transportation arrangements to and from the airport. The NCSSM staff cannot provide transportation for this purpose. Limo service and taxis run regularly to Durham. Students should have sufficient funds to accommodate this.

The Safety and Security department runs regularly scheduled trips to and from the bus station on Fridays and Sundays. Students should check the posted schedules for the times. Transportation for arrivals and departures outside of these trips are the responsibility of the student.

Students wishing to arrange transportation for a special activity or event must have the appropriate transportation request form filled out completely and signed by the adult sponsoring the activity (Resident Advisor, Faculty member, etc.). NCSSM students are NOT allowed to sign the transportation forms. The necessary forms may be obtained at the Security Office.

CAFETERIA: The school will provide three meals a day, Monday-Saturday, and two meals (brunch and supper) on Sunday during the school term. Meals are usually served cafeteria style. On special occasions, picnics, buffets or family style meals may be served.

Each student is entitled to one entree/meal. Students may eat all they want of all other items offered. We do ask that students take one serving at a time and return for additional servings in order to discourage waste.

No food or drink is to be taken out of the cafeteria. Shoes and shirts must be worn at all times in the cafeteria.

There is a Snack Bar where food will be available in the evenings and for carry out purposes.

HEALTH SERVICES: Attention to student illness and accident will be provided on campus and at the Duke University Student Health Services and Infirmary, which will provide coverage for acute illnesses for the 1983-84 school year.

All accidents should be reported immediately to the faculty or staff person responsible for sponsoring the class or activity. In the event an accident occurs at other times, it should be reported to the school nurse, the student's resident advisor or the RA on duty on that particular evening. Determination will be made to have the student treated on campus, at Duke or at a community medical center.

Students on medication of any kind at any time are required to give this information to their resident advisor. Students are not to keep prescribed medications in their rooms without approval of the Health Services Director; arrangements will be made to secure some medications in a safe place on campus for controlled student use.

Personnel at NCSSM assume the "in Loco Parentis" role for students who are enrolled. Information concerning a minor student's educational status, and including his or her health status, may be shared with parents, or others whose professional affiliation with the school requires such information for the proper discharge of their duties. Information shared will be treated in a professional, confidential manner. Students who have reached the age of eighteen may have access to their files (health and academic records).

STUDENT GOVERNMENT

STUDENT COUNCIL CONSTITUTION

Article I - Name

This organization shall be called the Student Council of the North Carolina School of Science and Mathematics.

Article II - Purposes

The purpose of this organization shall be:

Mission: To promote the development of a living/learning community.

Objectives:
a. To facilitate the advancement of the overall academic experience
b. To promote the well-being of the student body
c. To promote a sense of community throughout the school

Program:
a. To function as a communication link between the students and the
administration, faculty, and staff
b. To assist in the management of the School in all areas
c. To coordinate School activities
d. To provide student input in the decision making process

Article III - Power and Authority

Section I
The administration will delegate to the Student Council the necessary power to fulfill the purposes of the Student Council.

Section II
The Student Council shall have jurisdiction over any issues that are not directly related to the dormitories. These dormitory-related issues shall be handled by the Residence Board or the separate Dorm Councils.

Article IV - Organization and Membership

Section I
The Student Council shall consist of six representatives from each class and the executive officers, who will be elected from the rising senior class.

Section II
Residence Board is a part of the Student Council formed to deal with residential-related problems. Residence Board has a reporting and co-sponsoring function with the Student Council. There will be one member of the Residence Board who is a voting member of the Student Council.

Section III
Vacancies in the at-large membership will be filled within ten (10) school days of the vacancy. The election procedure is found in Article VI, Sec. III. The vacancy will be filled by a person from the same class as the person who previously occupied it. Only members of that class will be eligible to run and to vote. If a vacancy occurs in the Executive Cabinet, all students will be eligible to vote, but only seniors will be eligible to run. The exception is that a vice-president will ascend to the presidency if a vacancy should occur there.

Article V - Qualifications for Officers and Members-at-large

Section I
The Director and "two" of the School's deans must review each candidate for eligibility. "Two" of these "three" must raise objection in order to constitute ineligibility for candidacy. A decision must be reached within "two" school days.

Section II
Any approved member of the rising senior class is eligible to run for an executive office to be held during his or her senior year.

Section III
Any approved student is eligible to run for the office of council member- at-large for his or her class.

Section IV
Any approved student is required to have a petition signed by 10% of his or her class to be an active candidate.

Section V
An officer or other council member may be removed from his or her position for failure to attend meetings, failure to represent his group properly and fairly, failure to carry out his duties, or for any other actions which are detrimental to the welfare of the school. A student may be removed from the council by the administration or by two-thirds vote of the council with the approval of the administration.

Article VI - Officers

Section I
The executive officers of this organization shall be a President, Vice- President/Secretary, and a Treasurer.

Section II
An election committee consisting of 7 students shall be chosen on a first come first served basis. They shall enforce the rules of election stated in this constitution and report the results of the elections to the student body. A committee chairman shall be appointed by the student council. Any students serving on the elections committee are ineligible to run for the student council offices.
a. The election for executive officers of the following year shall be held the last Wednesday in April.
b. A student wishing to campaign for an executive office of the student council shall give his or her name and the office for which he or she is running to the election committee or the student council advisor.
c. There shall be one week of campaigning under the direction and supervision of the election committee. A candidate must receive a majority of the votes cast in order to be elected. If no candidate receives a majority, then the top 2 vote getters will have a run-off election.
d. The Student Council Advisor and 2 other members of the faculty or staff will count the ballots.

Section III - Election and nomination of At-large members
a. Students running for the council member-at-large must turn in their names and class to the election

b. There shall be one week of campaigning for rising Senior members- at-large. Election Day will be held during the "first" full week in May. The "six" people with the highest number of votes shall become members-at-large for the following year.
Junior-at-large representatives will be elected the fourth Wednesday of the first quarter after one week of campaigning. These Junior-at-large representatives shall take office immediately.

Section IV
The executive officers elected in April and the rising Senior members-at-large elected in May shall attend all S.C. meetings as non-voting members until the start of their term.

Article VII - Duties of Officers and Members

Section I
Duties of the members-at-large shall be to:
a. Bring to the council the suggestions of the student body.
b. Attend all meetings of the student council.
c. Give appropriate student council reports to the student body periodically.
d. Attent appropriate committee meetings.

Section II
Duties of the President shall be to:
a. Preside over the business meetings of the student council.
b. Appoint chairmen of committees.
c. Act as chairman of the executive committee.
d. Serve as chairman of the open meetings with the student body.
e. Serve as a liaison between the administration and the student body.
f. Serves in any other capacity that the S.C. deems necessary.

Section III
Duties of the Vice-President/Secretary shall be to:
a. Perform the duties of the President during the President's absence.
b. Serve as chairman of the Constitutional Committee.
c. Take and post minutes of all official meetings of the student council.
d. Keep a permanent written record of all proceedings of the council.
e. Furnish information to the President and advisor concerning action which should be taken by the council or which has been referred to a committee.
f. Prepare and update S.C. bulletin board.
g. Publicize all S.C. related activities in the Daily Bulletin, School Calendar, and other appropriate publications.

Section IV
Duties of the Treasurer shall be to:
a. Work with the administration in maintaining records of receipts and expenditures of the student council.
b. Make a financial report at every regular business meeting of the student council.
c. Serve as Secretary when the Vice-President/Secretary is acting President or when the V.P./Sec. is absent.
d. Serve as chairperson on the Inter-club Council.
(See back page)

Section V
It shall be the responsibility of the members of the S.C. except the presiding officer, to vote on all motions put before the council. The majority shall carry all voting. In the event of a tie, the presiding officer shall vote.

Article VIII - Standing Committees

Section I
Committees may be appointed by the S.C. as necessary.

Section II
An elected member of student council shall be the chairperson of each committee unless otherwise stated.

Section III
Membership of a S.C. Committee will be open to all students and the selection process will be determined by the Student Council.

Article IX - Meetings

Section I
The student council shall meet once a week at a designated time. These meetings are open to anyone for observation, except for under unusual condition or circumstances.

Section II
Special meetings may be called as necessary by the president or advisor.

Section III
The student council shall have open meetings periodically for all students for discussion.

Article X - Advisor

Section I
The director shall appoint a member of the faculty to serve as advisor.

Section II
The term of office of the advisor is left to the discretiion of the director.

Article XI - Adoption and Amendment

Section I
This constitution shall be ratified by a two-thirds majority vote of the Student Council and a simple majority vote of the student body.

Section II
Amendments to the constitution may be proposed by any member of the student body, the faculty, or administration. One-third of the student population must sign a petition endorsing a proposed amendment to call a vote on that amendment. Amendments are ratified by a "two-thirds" vote of council and a simple majority of the student body.

Section III
Proposed amendments must be read to the council at one regular meeting, so that it can be voted on by the council at the following regular meeting.

Section IV
The student body can override a council defeat of an amendment by 2/3's vote.

Section V
A proposed amendment will be posted throughout the school at least one week before it is voted on by the student body.

Article XIII - By-laws, as needed.

EXPLANATION OF THE INTER-CLUB COUNCIL

The purpose of the ICC is to mediate conflict between clubs that arise due to funding, use of facilities, or other club needs. It also has to organize and post monthly calendars including club activities and academic-related activities. Also, the ICC will post the minutes of each meeting in several visible places on campus. It requires each club to submit a charter to the Student Government to be approved, and to assure that recognized clubs uphold school standards. Quarterly, the ICC should review each club recognized as to the achievement of goals specified in the club charter. Also, the ICC will review monthly reports from each club and elect a member to serve on the Calendar Committee.

RESIDENCE BOARD CONSTITUTION

Article I - Name

Section 1
The name of this organization shall be the Residence Board of the North Carolina School of Science and Mathematics, Durham, North Carolina.

Article II - Purpose

Section 1
The Purposes of this organization shall be to: act as a link of communication between residents and administration and between residents of the various dorms; strive for the betterment of dorm life; promote harmony in dorm and school life; and provide a forum for resident expression.

Article III - Power and Authority

Section 1
The necessary Powers of the Residence Board shall be delegated to it by the school administration.

Section 2
The Head of Residential Life shall have sole Power to veto any of the actions of the Residence Board, or to revoke any of its Powers.

Section 3
The Residence Board and the various Dorm Councils shall have jurisdiction over any issues directly related to dorm life, including, but not limited to: intervisitation privileges; use of dorm areas, both coed and single-sex; dorm-sponsored activities; and residential life issues.

a. An election committee, appointed by the Head of Residential Life, will publicize rules governing the elections each year.

b. Elections will be held on the last Thursday of September.

c. Any member of the dorm is eligible for self-nomination for any of these positions.

d. Campaigning will be limited to speeches immediately prior to voting.

e. Voting will be by secret ballot at specified locations.

f. The candidate with the greatest number of votes will win each election.

g. Votes will be counted by a member of the election committee and a Resident Advisor.

h. Results of elections will be announced; exact figures of the voting will not be revealed.

i. Run-off elections will be held in the event of a tie, or if requested by the Head of Residential Life.

j. Run-offs will be held on the following Monday, and will be between the tied candidates, or as determined by the Head of Residential Life.

k. Write-in votes will not be accepted in the run-off elections, although they are valid in the normal elections.

Section 2

Nomination and Election Procedures for Hall Representatives:

a. One Hall Representative will be elected from each residence hall.

b. Nominations will be made at the time of elections.

c. Any student on that residence hall is eligible for self-nomination for the position.

d. The method of balloting will be decided by the specific residence hall.

e. The candidate with the most votes wins.

f. Run-off elections may be held between tied candidates.

Article VII - Duties of Officers and Members

Section 1

Duties of Governor:

a. Attend all Residence Board meetings.

b. Preside at all respective Dorm Council meetings.

c. Be responsible for dorm activities.

Article IV - Organization and Membership

Section 1

The Residence Board shall be composed of the Governors and Lieutenant Governors of the various Dorm Councils, a Program Coordinator, who will act as a sponsor and advisor, and the Head of Residential Life.

Section 2

A chairman of the Residence Board will be chosen by the Residence Board, who will act to represent the Residence Board in an official manner, and be responsible for conducting Residence Board meetings.

Section 3

A Secretary of the Residence Board shall serve at each meeting. The Post will be filled on a rotating basis.

Section 4

There will be one Dorm Council for each dorm.

Section 5

Each Dorm Council shall consist of the following representatives, elected by the dorm or residence hall as appropriate: Governor, Lieutenant Governor, Social Representative, Hall Representatives.

Section 6

One Residence Board member will serve on the Student Council with voting privileges. This position shall be filled on a rotating basis as determined by the Residence Board.

Article V - Qualifications for Officers and Members

Section 1

Any student of the North Carolina School of Science and Mathematics is eligible for election to a Dorm Council position, with the exception of Dorm Assistants and those already holding elected offices in Student Government.

Article VI - Election Procedures

Section 1

Nomination and election procedures for the offices of Governor, Lieutenant Governor, and Social Representative:

d. Be responsible for calling and presiding at dorm meetings.
e. Assist Resident Advisors.

Section 2
Duties of Lieutenant Governor:
a. Attend all Residence Board meetings.
b. Assume the responsibilites of the Governor in his or her absence.
c. Act as Secretary when necessary.
d. Act as Dorm Treasurer.

Section 3
Duties of the Social Representative:
a. Attend all respective Dorm Council meetings.
b. Plan and implement dorm activities and social events.
c. Work with other dorms or the Student Activities Board when appropriate.
d. Attend meetings of the Student Activities Board when appropriate.

Section 4
Duties of the Hall Representative:
a. Attend all respective Dorm Council meetings.
b. Provide input for residence hall improvements.
c. Assist with dorm activities.
d. Act as a link between the Dorm Council and the residents of his or her hall.

Article VIII - Meetings

Section 1
The Residence Board shall meet twice a month, with additional meetings when necessary.

Section 2
Dorm Council members and dorm residents shall meet as needed.

Article IX - Attendance Policy

Section 1
Residence Board members are required to attend all Residence Board meetings, unless prior approval is given by the Program Coordinator.

Section 2
Residence Board member who miss more than two meetings without prior approval will be reviewed at the

Section 3
Residence Board members may also come under review whenever deemed appropriate by the Program Coordinator or the Head of Residential Life.

Section 4
A Residence Board member under review will be removed from office at the next Residence Board meeting unless two-thirds of the other Residence Board members vote otherwise. The member comes under review at one meeting of the Residence Board. The vote is held at the same meeting.

Article X - Advisor

Section 1
A Program Coordinator serves as an advisor/sponsor for the Residence Board.

Section 2
The Head of Residential Life serves as an advisor to the Residence Board and respective Dorm Councils.

Article XI - Adoption and Amendment

Section 1
This constitution shall be ratified by a two-thirds majority vote of the Residence Board and a simple majority vote of the student body.

Section 2
Amendments to this constitution may be proposed by any member of the Residence Board, with a two-thirds majority vote of the Residence Board.

Section 3
Amendments may also be proposed by any member of the student body through the submission of a petition to the Residence Board. This petition requires the signatures of ten percent of the student body.

Section 4
Proposed amendments must be read to the Residence Board at one meeting, and voted on at the same or following meeting. They will be voted on by the student body within the following week.

Section 5

Amendments will be ratified by a two-thirds majority vote of the Residence Board and a simple majority vote of the student body.

Article XII - By-Laws

Section 1

The Social Representative of each dorm shall be a voting member at Residence Board meetings when necessary.
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NOTES